

MEETING MINUTES

March 18, 2014

I. Call to Order & Orders of the Day

Roll Call

PRESENT: Vice Chair Nga Huynh, Commission Members Valerie Smrtic, Brenda Wu, Charles McHugh, Denise McCallaCreary, and Delores Springs.

ABSENT: Chair Johnny Lee, Commission Members Mansimrat Singh, Deanford Chen, Elisa Orona, and Karl Hennig.

STAFF: City Clerk Toni J. Taber and Deputy City Clerk Suzanne Guzzetta

Call to Order

The members of the Council Appointment Advisory Commission convened at 6:40 p.m. in Room W262 of City Hall, 200 E. Santa Clara Street, CA 95113.

Orders of the Day

Action: Upon a motion by Commissioner Smrtic, and seconded by Commissioner Wu, the Commission approved the adoption of the March 18, 2014 agenda, hearing Item VII.A first . Vote (6-0-5; Chair Lee, and Commissioners Singh, Chen, Orona, and Hennig absent).

VII. New Business

A. Review Interview Questions

City Clerk Toni Taber reported to the Commission on staff requirements for Commission interviews. She requested the Commission keep in mind that interviews with potential Commissioners last no longer than fifteen minutes in order for the interviews to take place in a timely fashion.

II. Public Comment

There was no public comment.

III. Consent Calendar

A. Approve the Minutes for the Regular Meeting of February 18, 2014

Documents Filed: Draft minutes for the February 18, 2014 meeting.

Action: Upon a motion by Commissioner Springs, and seconded by Commissioner Smrtic, the Commission approved the meeting minutes of February 18, 2014. Vote (6-0-5; Chair Lee, and Commissioners Singh, Chen, Orona, and Hennig absent).

IV. Interviews – None

V. Reports and Information Only

A. Department Staff

1. Board and Commission Structural Improvement Update

Deputy City Clerk Suzanne Guzzetta presented an update on City Council direction for the Housing and Community Development Commission, and brief the commission on the status of the appointment process.

2. Recruitment Update

Deputy City Clerk Suzanne Guzzetta reported on the current recruitment including the extension of certain recruitments due to inadequate response.

3. Other Staff Updates

There were no other staff updates.

B. Subcommittee Reports – There were none.

C. Information Only – There were none.

VI. Old Business

- A. Discussion and Action Establishing Subcommittees for Commission Interviews.**
- B. Review and Schedule Dates for Commission Interviews in April 2014.**

Staff reported on the results of the Doodle scheduling request and provided tentative interview dates in April.

VII. New Business

A. Review Interview Questions (Cont'd.)

The Commission reviewed interview questions and provided feedback.

Action: Upon a motion by Commissioner Smrtic, and seconded by Commissioner McCallaCreary, the Commission approved the interview questions as amended.

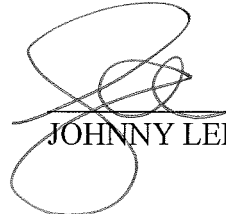
Vote (6-0-5; Chair Lee, and Commissioners Singh, Chen, Orona, and Hennig absent).

VIII. Meeting Schedule and Agenda Items

The next regular meeting is Tuesday, May 20, 2014 at 6:30 p.m. in City Hall, Wing Room 262.

IX. Adjournment


The meeting was adjourned at approximately 7:41 p.m.



JOHNNY LEE, CHAIR

ATTEST:

COUNCIL APPOINTMENT ADVISORY COMMISSION SECRETARY



SUZANNE GUZZETTA, DEPUTY CITY CLERK